

State FOREST PRODUCTS PERMIT

Small amounts of Christmas trees, boughs, firewood, or other forest products may be sold using Forest Products Permit, Form 2460-8.

Lands administered by the Department offer an opportunity to citizens seeking forest products. A Forest Products Permit may only be issued for products surplus to the property's needs and objectives.

The forester servicing the property shall be responsible to appraise the forest products and assure the removal or manner of cutting will not be detrimental to the property and its objectives. Administration of this permit system shall be under the supervision of the property manager or superintendent.

This procedure will be used only when:

1. A single count or volume estimate will be made.
2. A single advanced payment will be made.
3. The appraised value does not exceed \$500.
4. The sale will not exceed 1 year in duration.
5. Maximum of 5 Christmas trees per individual
6. Maximum of ten cords per individual.

This permit may not exceed 1 year.

Approval of permits is made by the property manager, team leader or basin supervisor.

To provide justification and documentation for the value charged, the Appraisal on Form 2460-1 must be completed and retained in the field file. Appraisal(s) may be made annually for all similar material on a property or for each individual permit. Copies of all permits become a part of one sale folder each fiscal year and identified as "Forest Products Permits."

The following are not needed in the Forest Products Permit procedure:

1. Contract.
2. Performance bond.
3. Certificate of Worker's Compensation coverage.
4. Timber Sale Close-Out Transaction, Form 2460-4.

A permit number should be assigned to each Forest Products Permit starting with number P-1 and running in consecutive order.

Boughs - Small quantities of boughs for personal use will utilize the Forest Products Permit Christmas tree rate. Commercial quantities can be sold using the same form but should be identified as a Commercial Permit. A Commercial Permit allows for the permittee and crew to cut boughs. A Commercial Permit can utilize a statewide rate of:

\$25.00 for permit and the first ton  
\$10.00 extra for each additional ton

Special conditions to be included for all bough permits include:

1. Boughs will be cut in such a manner as to not kill the tree or render aesthetic damage to the tree.
2. Harvesting of boughs will not take place within sight of a town road, state forest road or lettered or numbered highway.
3. Permits will not be issued for special use zones such as aesthetic zones, wilderness zones, etc.

Forest Products Permit Reporting

All permits will be totaled and reported once a year by December 30 on a completed Form 2460-1, as a final report for that calendar year. This report will be sent through channels to the regional data entry. The volume sold by species and product, sales value, and number of permits involved will be listed on one Form 2460-1 per property. Individual permits do not need to be attached to Form 2460-1.

Forest Products Permit Remittance

The following will be sent through channels to Madison to complete such a sale:

1. Remit all monies on a Timber Sale Transaction/Remittance, Form 2460-3 (several permits can be covered by one remittance), or a General Remittance Sheet, Form 9300-29A (see sample page 87-16).
2. Payment for the total value of the permits.
3. Compartment Reconnaissance should be updated if field conditions following the sale warrant.
4. Individual permits do not need to be submitted with the remittance form.